Overall Responsibility:

As the Program Officer-Future of Work, you will be responsible for supporting the establishment of an observatory that will act as a central point for employment and skills/job forecasting. The Observatory will provide data to public and private decision makers to improve their understanding of job creation and to align education to the current demands and future possibilities of the job market. It will also be a reference point to provide the data for the labour market on jobs created, market trends, and other related indicators regarding the future of work in the formal and informal sectors. Ultimately, this will shape, inspire, and sustain generation and use of data on skills and jobs, to inform not just the planning for training and placement, but also career choice, youth migration and job-seeking behavior.

Specific responsibilities.

The PO will be expected to work closely with the Research Manager to

1. Carry out research and policy analysis on the future of work, education and skills, and labor markets and employment.
2. Map existing methodologies and models that have been used to generate data and determine the Future of work needs.
3. Support the research manager in producing research information highlighting the intersection of education and labor markets for leaders in business (including employers), education and in policy.
4. Provide support towards conceptualizing designing and implementation of the Project and conducting regular reviews of the progress.
5. Set up a monitoring system that will make use of technology for data inflow and access to inform the available vacancies and needed skills.
6. Provide research management leadership, lead in developing robust research tools, train the research teams and present high-quality analysis and research reports for the project.
7. Strengthen existing and establish appropriate linkages/networks and key influencers/stakeholders, in key government agencies such as the ministry of Labor and social services, and county governments to scale up the project's ambitions.
8. Develop yearly and quarterly work plans of implementation activities.
9. Prepare monthly, quarterly, bi-annual and annual project/program and financial reports for Zizi Afrique Management, Board and the Donor as per the set guidelines.

Qualifications & Experience

- Graduate level or equivalent in relevant disciplines such as economics, management science, strategic management, Information technology, Business administration.
- Possess a dynamic set of skills including analytical, statistical and communication skills.
- Strong skills in research and data analysis
- Demonstratable understanding of the methods and models of skill forecasting.
- Experience in conceptualizing and generating models and solutions that can be used to manage, analyze, process, and protect data.
- A keen interest in the Vision and mission of ZAF is essential.

How to apply

- Interested and qualified candidates should include:
- A detailed application letter expressing interest on this job
- A detailed resume and copies of academic and professional certificates
- Three work referees with contact information.
- Indicate your expected remuneration/salary.
- Submit their applications by email to jobs@ziziafrique.org latest by COB **5th September 2024**, clearly indicating the position title on the subject line of the email.

Only short-listed candidates will be contacted for interviews. Applicants based in Mombasa are highly encouraged to apply

Zizi Afrique is an equal opportunity employer!